

Utah State Hospital

Vocational Rehabilitation Policies and Procedures

The mission of Vocational Rehabilitation at the Utah State Hospital is to give patients every chance to learn, grow in confidence and live as independently as possible in the least restrictive environment. Our thrust is in helping people to help themselves become as vocationally, socially and economically useful as possible without constructing overprotection.

The Utah State Hospital vision is to have a comprehensive rehabilitation program with a sufficient number of staff to develop and improve a range of services that will satisfy the needs of patients at all functional levels.

POLICY

CHANGES: Vocational Rehabilitation - Industrial Therapy

The Utah State Hospital Industrial Therapy Program is being modified so that we are in compliance with the current Labor Laws. The JCAHO survey in March 2002 provided a good opportunity to evaluate our program and make changes as needed.

As from July 1, 2002, patients referred for an on-unit industrial therapy will not be allowed to start an industrial prior to the USH vocational rehabilitation staff receiving a copy of Industrial Referral and a W-4 2003 form.

An on-unit industrial therapy is limited to (1) one hour per day for a patient and can not exceed (5) five hour a week. A total of (10) ten hours a pay period.

All on-unit training is limited to a maximum of (3) three months / 90 days from the initial start day. The initial start date will be the date the USH Vocational Rehabilitation staff "E-mails" the environmentalist giving the OK to start the patient training.

All of the patients involved in the on-unit training will receive the current training fee of \$1.50 an hour not to exceed \$3.00 an hour. Majority of the patients will stay at the \$1.50 an hour rate throughout the training. A total of 50 hours a day has been approved for all on-unit training. Each unit will be allowed to run into USH Vocational Rehabilitation staff no more than what has been approved.

On-Unit slots allocated by unit:

Forensic	22
Northeast	5
Northwest	5
Southeast	5
Southwest	5
LHU	5
Youth	3

OFF-UNIT INDUSTRIAL WORK / TRAINING

Off-unit industrial work/training is limited to a total of 17 full time slots hospital wide. A full time slot is considered (20) twenty hours a patient a week not to exceed (40) forty hours a patient a pay period. Current off-unit work/training assignments involve the following areas, the dish crew, grounds, welders shop, library, warehouse, housekeeping. Laundry, main canteen, forensic canteen, and the Excel Club hour employment training.

All patients working off-unit other than Forensic patients, are limited to and will not exceed (2) twenty hours a week / (40) forty hours a pay period.

All patients working off-unit, other than forensic patients, will receive the minimum wage of \$5.15 per hour.

It is possible that the majority of the work/training slots will be divided in half to make a total of (34) thirty-four part-time off-unit employment opportunities. Patients involved in the part-time employment opportunities will only be allowed (1) ten hours a week or a total of (2) twenty hours a pay period.

Off-unit work/training slots allocated by unit:

Forensic	5
Northeast	2
Northwest	2
Southeast	2
Southwest	2
LHU	2
Youth	2

Forensic patients who are employed on off-unit industrial assignments will continue to receive the current training fee of \$1.50 per hour not to exceed \$3.00 per hour. Forensic patients working off-unit industrial assignments will not be limited to (20) twenty hours a week. No more than (4) forty a week / (80) eighty hours a pay period. The five off-unit training slots will not be divided in half for the forensic unit.

VOCATIONAL REHABILITATION PATIENT PROGRAM

The Department of Vocational Rehabilitation provides Industrial Therapy for the patients at Utah State Hospital (USH). Industrial Therapy is designed to assist patients with successful transition back into the community. The services provided are tailored to meet the needs of the individual patient and should be of therapeutic value. The following outline will demonstrate the progression of Vocational Rehabilitation Services provided to USH patients. This is a general outline detailing the services available. Actual Vocational Rehabilitation services provided take into account the individual needs of the patients and may or may not follow precisely.

1. On-ward industrial assignment intended for evaluation of the patients physical, emotional and intellectual functioning.
2. Advancement to an off-ward industrial placement upon successful completion of the on-ward industrial assignment. This is intended for evaluation of the patients physical, emotional, and intellectual functioning, as well as, job readiness.
3. Advancement to off campus placement in supported employment or supported job based training upon successful completion of the off-ward industrial assignment. This is intended for evaluation of the patients job readiness. Placement of the patient into competitive employment within the community is the desired outcome.
4. Comprehensive Vocational Testing may be administered prior to placement in supported employment or supported job based training, or to assist in appropriate academic placement. Comprehensive Vocational Testing is intended for evaluation of the patients physical, intellectual, and emotional functioning, as well as, to evaluate aptitudes, interest, and achievements.
5. Academic placement is provided to patients who are unable to obtain employment in a specific area of interest without appropriate formal education. Comprehensive Vocational Testing assist in determining appropriate placement through evaluation of aptitudes, interests, and achievements, as well as, physical, emotional, and intellectual functioning.
6. Community placement in competitive employment is the desired outcome of the services provided. The patient is encouraged to participate in each area of industrial therapy advancing from one area to the next. It is believed that gradual advancement will help the patient learn, work, and grow in confidence thus facilitation successful community placement. The level at which the patient begins is contingent upon abilities, aptitudes, and stability, therefore, patients participating in industrial therapy begin at different levels.

VOCATIONAL ASSESSMENTS, REFERRALS, AND SERVICES

Vocational Rehabilitation should be included in the planning stages for patient industrial therapy. Before off-ward industrial assignments are made a vocational assessment should be completed on each patient. The assessment is not to determine whether or not the patient is ready for an industrial. Patient readiness is to be determined by the treatment team. The vocational assessment is to explore the aptitudes and interest of the patient. It is also a useful tool in placement of the patient into an appropriate industrial therapy area. The industrial should be of optimum therapeutic value to the patient.

Before an industrial assignment is made the patient should: obtain approval from the treatment team, have a vocational rehabilitation assessment done, and have the appropriate paperwork completed. Patients participating in on-ward industrials do not need a vocational assessment. These industrials are for evaluation purposes. However, all other paperwork needs to be done. The units industrial coordinator should work in cooperation with the patients treatment coordinator to complete the referral process. This information then needs to be forwarded to USH Vocational Rehabilitation Department.

Vocational therapy activities can be of great assistance in helping patients become self-sufficient, stabilized, and rehabilitated. The treatment coordinator needs to list all vocational activities in the patients individual comprehensive treatment plan under the appropriate problem/goal as a treatment modality.

Vocational Rehabilitation would like to be included when treatment teams are making decisions that effect the patients vocational activities. Our department would be happy to participate in your staff meetings or clinical staffing. To arrange this simply call Tom at extension 44639 or Jim 44641.

In order to arrange an USOR assessment interview the treatment coordinator should call Tom. It is important that the treatment coordinator attend the assessment with the patient. Input from treatment coordinator during the assessment is extremely valuable, the information will assist both the patient and the Vocational Rehabilitation Counselor. Vocational Rehabilitation can also offer assistance with outside employment education or training.

OTHER SERVICES

Vocational Rehabilitation Supported Employment and Job-Based Training

The USH Vocational Rehabilitation Office has been working with the local Division of Rehabilitation Services (DRS) to provide supported employment and/or supported job based training programs.

The pilot program is sponsored and funded by the local DRS office. The main focus of the program is to place USH patients into work sites in the community. Patients in this program will benefit from an on-site coach. The job coach will supervise the patient and assist with transition into successful employment.

Comprehensive Vocational Testing for Patients

The USH Vocational Rehabilitation office has been working with the local DRS to provide Comprehensive Vocational Testing for patients. Vocational Testing usually includes a battery of tests designed to evaluate the patients abilities, aptitudes, and vocational interests.

The DRS vocational evaluator has been coming to the USH and administering the tests. After completion of the testing a written evaluation reviewing the patients scores and results is made available to the USH.

UTA Bus Pass

The USH Vocational Rehabilitation office has been working with Utah Transit Authority (UTA) in providing Reduced Fare Cards for the patients transportation.

Identification

USH Vocational Rehabilitation office will assist the patients in obtaining Social Security Card, ID card, and/or Drivers License to seek employment.

Adult Education

USH Vocational Rehabilitation facilitates adult education programs sponsored by Provo School District to obtain their GED certificate.

(For any further questions or clarification please contact Tom Sitake, ext. 44639)

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